



Ryan Brennan Director
 Dedham Public Library
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Margaret Connolly, Co-Chair
 Mary Ann Sliwa, Co-Chair
 Tracy Driscoll
 Sarah Santos
 Monika Wilkinson

**DPL TRUSTEES MEETING MINUTES
 APRIL 8, 2020, VIRTUAL, 4:00PM**

MEETING CALLED BY	Board of Library Trustees, Dedham
TYPE OF MEETING	Virtual Board Meeting
CO-CHAIRMAN	Margaret Connolly and Mary Ann Sliwa
SECRETARY	Monika Wilkinson
ATTENDEES VIA PHONE	Sarah Santos, Mary Ann Sliwa, Monika Wilkinson, Tracy Driscoll, and Rosemarie Shrewsbury
PUBLIC ATTENDEES	Gianna Bird, Laura Bowler, Abby Bragg, Cecilia Emery Butler, Marissa Campanella, Lisa Desmond, Ellen Dockham, Amber Moroney, Mary Ellen Stokes, Cory Courtney, Laura Connell

**PLEASE NOTE DUE TO THE COVID19 PANDEMIC THIS MEETING WAS HELD
 VIRTUALLY VIA ZOOM
 Zoom Meeting ID: 605 029 9931**

The meeting of the Dedham Library Board of Trustees was called to order at 4:03pm by Co-Chair, Ms. Sliwa.

Public Input:

Cecilia Emery Butler inquired about the status of the furniture for the Children’s Room. She noted that a purchase was approved by the Friends of the Library in February. Ms. Sliwa responded that she believed it had not been ordered. Ms. Driscoll noted Mr. Brennan’s expressed intention to consult with a volunteer designer before placing an order. Abby Bragg recalled discussion of the furniture at the February Friends meeting and shared her understanding that an order would be placed. Ms. Wilkinson reminded that Mr. Brennan had an absence of several days in later February into early March, and attention shifted to managing the pandemic response. Ms. Shrewsbury confirmed that furniture was not ordered. Trustees agreed to look at what had been previously sent and consider whether to seek input from a volunteer designer as previously discussed.

Mary Ellen Stokes expressed concern follow the last Trustees’ meeting concerning expectations for staff to take online courses. She noted that doing so would be in addition to an already heavy work load as staff shifts to working from home. She noted particular energy is coming from the staff to build online content and generate a larger audience. She said that comments from the last meeting made her feel like her job was in jeopardy and expectations were not realistic. Trustees responded, expressing concern that there was unease following the last

meeting and reiterated both the appreciation for work done and the reassurance that efforts are being made to advocate for staff and their continued positions. Ms. Sliwa expressed concerns that the public may increase scrutiny of departments in the future during this period of working from home, and Trustees wish to demonstrate the many accomplishments of the staff through some documentation that captures them. Ms. Driscoll referred to a recent discussion she had with Town Manager Leon Goodwin and shared his expectations that staff be available from 8:30-4:30 daily, knowing that not all work translates to work at home. She noted that currently the Library has budgeted three half days and one full day for professional development and some work could be done now to use time for what might have happened anyway. Cory Courtney stated that Mr. Brennan had asked the staff to complete two webinars, and Ms. Sliwa noted that those were examples of professional development previously planned that could be translated online. Ms. Wilkinson remarked that in the last meeting the request from Trustees was to consider a cohesive, mapped-out plan for professional development moving forward in response to Ms. Shrewsbury's update that staff were taking a variety of online webinars. She stated that the hope was to simplify the expectations by having a clear plan. All Trustees agreed that the intention was not to require staff to take burdensome online courses. Ms. Santos reiterated great appreciation for all the hard work of the staff and her hope that the conversation alleviated unease.

Lisa Desmond asked if Mr. Goodwin has shared best practices on how employees could document their time. She also questioned the notion that jobs could be in jeopardy. Ms. Driscoll shared Mr. Goodwin's description of Town Hall staff following a rotation in the building with others on staff available during work hours. She noted the Library is a different department and the Library is doing the best it can to translate the work with a closed building. She noted that the role of Trustees is to be prepared, knowing that budgets shift from year to year. She reminded that Trustees must always note the value of Library service and advocate for positions and services.

Discussion and Vote Minutes of January 9, 2020 and April 1, 2020

A motion to accept the minutes of January 9, 2020 was made by Ms. Driscoll and seconded by Ms. Wilkinson. Seeing no discussion a roll call vote was taken. Ms. Driscoll, yes; Ms. Santos, yes; Ms. Sliwa, yes; Ms. Wilkinson, yes.

A motion to accept the minutes of April 1, 2020 was made by Ms. Driscoll and seconded by Ms. Santos. Seeing no discussion, a roll call vote was taken. Ms. Driscoll, yes; Ms. Santos, yes; Ms. Sliwa, yes; Ms. Wilkinson, yes.

Discussion and Vote Financial Report of March 2020

Ms. Sliwa noted that no trust funds were reflected in the report sent to Trustees and acknowledged that this was a request made to Mr. Brennan previously but not communicated to Ms. Shrewsbury. Ms. Shrewsbury stated that she could reflect this information in a revised report, and Trustees agreed to table the vote until this could be shared.

Updates for Procedures during Closure

1. Signing Bills and Payroll

Ms. Sliwa requested that Ms. Shrewsbury share with Trustees pictures of bills in excess of \$1,000 when she shares cover sheets of bills. Trustees agreed that these are helpful to see.

2. Vendor responses

Ms. Shrewsbury spoke with Ingram about holding materials until reopening. They explained that invoices cannot be sent without books delivered. Some discussion of options ensued. Ms. Moroney said she is waiting to hear if Town Hall can hold deliveries. A discussion of newspapers followed. Ms. Shrewsbury will follow up regarding deliveries still coming despite the hold that was placed.

3. Spenddown guidelines

Some discussion ensued over options of spending down the budget if Ingram deliveries cannot be received. Ms. Shrewsbury agreed to connect with other directors on the listserv to learn what others are doing.

4. Professional development

All agreed this was discussed to satisfaction earlier in the meeting.

5. Summer lunch

Ms. Shrewsbury noted no updates in this area. She did ask staff to plan for lunch options with and without reopening

6. Summer programming

Laura Connell, Youth Librarian, shared details the program Beanstack that tracks summer reading and is used by many libraries. Ms. Santos asked if this could be used in subsequent years, and Ms. Connell stated it could. She added that its use would not be limited to the summer. Ms. Wilkinson asked about the ease of adoption for staff, and Ms. Connell stated the support available with the program.

Ms. Wilkinson made a motion to support the purchase of Beanstack, with a cost of \$1,495 annually and a \$295 start-up fee. Ms. Santos seconded the motion. Without further discussion a roll call vote was taken. Ms. Driscoll, yes; Ms. Santos, yes; Ms. Sliwa, yes; Ms. Wilkinson, yes.

7. Acknowledgement of staff accomplishments

Trustees again commended the staff members that continue to work with dedication during the pandemic and offer resources and creative programming for patrons. The Board expressed thanks to Amber Moroney for the most recent press release.

8. Research on limits to printers and copy machines

Ms. Shrewsbury shared that Stephanie Weggeman has been developing a technology plan that would involve an upgrade of printers and copiers. She also stated that some copier leases end this month. Currently the staff is working on spec for upgrades.

9. Research on per diem staff and part-time employee average hours

Ms. Shrewsbury contacted Dedham Human Resource Director Lauren Bailey who confirmed that only full time and permanent part-time staff receive pay. She did not inquire about whether the Town would agree to pay part-time staff the average of their working hours if those hours have consistently been in excess of their contract hours.

10. Update Code Red report

Ms. Shrewsbury is awaiting a response from Ken Cimeno to determine if he has any other questions that need to be answered to expedite the process.

11. Potential online book group meetings

Ms. Moroney stated that she has reached out to Dianne Bauer. Two book group members have already organized online. Any books used will be available on Hoopla for digital access.

12. 3D printers

Trustees discussed the use of 3D printers by parties wishing to utilize these in printing PPE. Canton has two of the Library printers, but they have found that they are not working and will need parts. Some discussion ensued regarding the operational status of printers and any parts needed. Limitations of the equipment was discussed.

13. Preparations for reopening

Ms. Shrewsbury will discuss details of the reopening with the staff at the next staff meeting.

Old/New Business

Ms. Driscoll updated the Trustees on a conversation with Town Manager Leon Goodwin just prior to the start of the meeting. He indicated that Trustees may appoint an interim director or director without a formal search process. He advised against a traditional search during the pandemic given current restrictions. Trustees considered next steps and concluded that discussions would need to be held in open session in future meetings.

Ms. Sliwa asked for dates for next meeting. It was determined the next meeting will be held on April 15, 2020 at 4pm via Zoom conference. Meeting number and password will be available on Agenda posting.

A motion to adjourn was made at 5:38 by Ms. Driscoll and seconded by Ms. Santos. A roll call vote was taken. Ms Driscoll, yes; Ms. Santos, yes; Ms. Sliwa, yes; Ms. Wilkinson, yes.

Respectfully submitted,

Monika Wilkinson